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**Executive for Administration & Management**  
**Assistant Director for Operations**  
**Administrative Assistant for Cyprus**

**Ref. : Memorandum to Executive for A & M from Assistant Director for Operations dated 12 July 1948, subject as above. (Copy attached)**

1. The memorandum described in the above reference requested that a qualified Administrative Assistant be provided for the Cyprus project at the earliest possible date.

2. In a conference held 29 July 1948 between the Chief, Personnel Branch and the Chief, FBIS, it was stated that the request for such an Administrative Assistant on Cyprus had been approved by the Executive for A & M. In this conference the Chief, Personnel Branch and the Chief, FBIS agreed upon the following plan to implement the assignment:

a. That [Redacted] Administrative Assistant, London Bureau, would proceed to Cyprus to fill this interim position with the right to return to her position in London when her duties on Cyprus were completed.

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b. That [Redacted] Administrative Assistant in the Administrative Office, Washington, D.C., would proceed to London to fill the vacancy left by [Redacted], and, further, that she would vacate this position if necessary, in order that [Redacted] might return to it when her duties were completed on Cyprus.

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c. That [Redacted] would be detailed to FBIS to fill the vacancy left by [Redacted] during this period, such position to be vacated for [Redacted] if this became necessary upon the return of [Redacted]

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d. That [Redacted], present Administrative Officer in Cairo, could if he so desired have the job of Administrative Officer at Cyprus when the Cairo station closed and the Cyprus station was activated.

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3. In order to provide a position vacancy for the additional Administrative Assistant at the Mediterranean Bureau, it is requested that the present Table of Organization and Personnel Ceiling of the Mediterranean Bureau, FBIS, be amended to include one Administrative Assistant CAF-7, such position to be retained by the Bureau until Cyprus has been activated and Cairo has been completely deactivated.

This document part of classified  
integrated file. NAME CHECK required  
prior to original classification action.

/s/

SECRET (S-CLASS) 100100

Attachment

Addressee-Orig & 1

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